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Chief, Fiscal Division

JUL 19 1954 ✓

Deputy Comptroller

Storage of Household Effects of Employees in Emergency Areas

REF : Memorandum of 14 June 1954 from Chief, Fiscal Division to Comptroller;
same subject

1. A review has been made of the questions raised in the referenced memorandum regarding vouchers covering storage of household effects of employees transferred to designated emergency areas as prescribed by Headquarters. Also, as requested a procedure is set forth herein for establishing obligations on the records for this expense prior to the receipt of claims for reimbursement or invoices for direct payment.

2. This Office concurs with the views set forth in paragraphs 6 and 7 of the referenced memorandum; that (a) this storage is a contractual service and is a proper charge to the appropriation for the current fiscal year wherein the expenses were incurred, and (b) that the proper sub-object classification of this expense is 07.9 - Other.

3. As requested in paragraph 8 of the referenced memorandum the following procedure is suggested for the obligating of this expense, subject to modifications or revisions as are deemed appropriate by the Fiscal Division based upon actual operating circumstances:

a. The Travel Branch, Fiscal Division, will prepare separate Miscellaneous Obligation Records (Form 34-9), by allotments, as a basis for establishing appropriate obligations for storage of household effects in emergency areas. These Miscellaneous Obligation Records will provide for establishing a monthly obligation for each individual applicable to the related allotment having household effects in storage at the expense of the Agency chargeable to vouchered funds. The amount of this monthly obligation will be based upon actual information available as to the storage charges applicable to individual employees or in cases where actual information is not available for any individual employee an estimated obligation of \$12.00 per month will be established (a test of 25% of the monthly charges by individuals for this expense averaged \$12.00). A list of individuals and the applicable travel order numbers will be made on the reverse side of Form 34-9 to substantiate the estimated obligation.

b. The Travel Branch will maintain at all times a current listing of all such personnel having household effects in storage. A listing of such personnel as of 1 July 1954 is attached.

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c. The Travel Branch will forward the Miscellaneous Obligation Records to the Accounts Branch, Fiscal Division, for recording in the allotment ledger at the beginning of each month. The Accounts Branch, after recording the obligations will return the Miscellaneous Obligation Records to the Travel Branch for the processing of current transactions relating thereto.



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ATTACHMENT

TAS/HEJ:jh (14 July 54)

Rewritten FWG/jh (15 July 54)

Distribution:

Orig. & 1 - Addressee

- 1 - Deputy Comptroller
- 1 - Fiscal Division/Travel Br.
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